



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

**TOWN OF DAVIE** 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

**SHED CHECKLIST**

**Required**

- \_\_\_\_\_ Property tax folio number (on tax notice or receipt)
- \_\_\_\_\_ If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed improvement(s).
- \_\_\_\_\_ **Zoning** Condominium/ Homeowners Association Approval Letter (Letter must state the Association is aware of the intended Improvement  
(1 Sealed Survey (Original) and 2 Copies No older than 2 years without survey affidavit if there are no changes to property since date on survey)  
(2 Location/ Plot Plan (Showing all intended **set backs** from property line and other existing structures)  
Surveys must show all easements and encumbrances
- \_\_\_\_\_ **Engineering** Provide drainage cross sections from top of slab(patio) to property lines include all dimensions and elevations, show three views(rear, left right)
- \_\_\_\_\_ **Structural** (2 complete sets, sealed by an engineer)  
Products approval letter- can be submitted in lieu of an **engineer's seal** on the set of structural plans)  
Footing details of slab - if shed will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.
- \_\_\_\_\_ Drainage district: if applicable- (drainage/lake maintenance easement) (**required only if structure is in easement**) (stamped on shed location plan)
  - \* Central Broward water control district
  - \* South Broward drainage district approval
  - \* Tindall hammock approval
- \_\_\_\_\_ Completed building permit application
- \_\_\_\_\_ Notarized signature on application
- \_\_\_\_\_ Disclosure Statement - if submitted as on owner / builder application.
- \_\_\_\_\_ Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman's comp and general liability.
- \_\_\_\_\_ Application fee of \$30.00 due at the time of permit submittal.